

Questioning Tips

Questioning is not an easy skill. However, you can learn some techniques that will help you pose effective questions in meetings. Consider the following tips as you prepare:

- Develop questions when you create the agenda. Review agenda items and identify points where you might want to ask questions.
- Design questions to be brief. If you ask a question that's too long, you'll get the response, "Would you please repeat the question?"
- Ask questions at different difficulty levels. Some questions should require only a yes or no answer (closed). Others should require that a participant answer in greater detail (open). Learn to use different types of questions to further the purpose of your meeting and control difficult behaviors. For example, pose a yes or no question to a dominant participant and ask a question that requires more input of a quiet participant.
- Ask questions of the whole group (open questions).
- Target questions to particular meeting attendees. This enables you to encourage persons who don't respond to group questions to participate.